



POSITION DUTY STATEMENT

Division: Investigations Division	Classification Title: 5278 Management Services Technician
Branch: Investigations Branch	Working Title: Management Services Technician
Unit: Central Area Command	Tenure/Timebase: Permanent Fulltime
Position City: Fresno	Position County: Fresno County
Position Number: 342-5278-003	CBID/Bargaining Unit: R01
<p>Conflict of Interest Classification: No</p> <p>This position is designated under the Conflict of Interest Code. This position is responsible for making or participating in the making of governmental decisions that may potentially have a material effect on personal financial interests. The appointee is required to complete Form 700 within 30 days of appointment. Failure to comply with the Conflict of Interest Code requirements may void the appointment.</p>	
Medical Evaluation: No	Bilingual Language: Unknown
Sensitive Position: No	DMV Employee Pull Notice: Yes
Fingerprint/Live Scan: Yes	Professional License: No
Work Week Group: 2	Effective Date: 05/05/2026

Direction Statement and General Description of Duties: Under the supervision of the Supervising Special Investigator II (Area Commander), the Management Services Technician performs the following functions:

Percentage and Essential/Marginal Functions:

40%	<p>Case Management and Research (E)</p> <p>Performs the less complex, analytical tasks including, not limited to maintaining and auditing the field case and time management system for completeness and timelines; prepares the less technical and related reports by gathering and compiling data from the</p>
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	district offices for the Area Commander; assists with researching the CA Vehicle Code, Penal Code, DMV Policies and Procedures, Government Code and other written policies and laws for the Area Commander.
35%	<p>Reports (E)</p> <p>Maintains the Command Activity and Statistical Report (CASR) for Pacific Area by gathering and entering data. Tracks all Pacific Area administrative cases, completed investigative reports, training documents, End Of Month reports and monthly expenditure reports. Tracks trends of all related travel expenditures for the Area, including all district offices.</p>
20%	<p>Budget and Inventory (E)</p> <p>Responsible for an assigned routine segment of budget and expenditure reports; monitor, develop and track workload indicators; prepares monthly statistical and time reports; prepares and modifies written correspondence; assists in the completion of performance measures. Provides citizens of complaint process; maintains accurate records of inventory of all equipment and office furnishings for the Area and district offices.</p>
5%	<p>Other Duties (M)</p> <p>Act as backup to the Office Technician: Answer phones; assists district offices with questions pertaining to Area procedures. Assignment to special projects as directed. Other job-related duties as required.</p>

<p>Supervision Received: The MST works under supervision of the Supervising Investigator II, and may receive direction from the Deputy Chief.</p>
<p>Supervision Exercised and Staff Numbers: Does not provide supervision to others, but may guide staff in completing tasks.</p>
<p>Physical Requirements: Will be accessing computers, typing/data entry, handling multiple phone calls from public and departmental employees.</p>
<p>Special Requirements: Customer service skills, computer proficiency, dependability and punctuality, written and verbal communication, interpersonal skills. Comprehend and retain complex procedures.</p>



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Personal Contacts: Will interact with all levels of departmental staff as well as the public by phone, email, and mail. Interactions may be general, confidential, sensitive, or informative.

EMPLOYEE ACKNOWLEDGMENT

I have read and understand the duties listed above and I certify that I possess essential personal qualifications including integrity, initiative, dependability, good judgment, and the ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties as described above with or without reasonable accommodation. (If you believe you may need to request reasonable accommodation to perform the duties of this position, discuss your request with your manager/supervisor who will engage with you in the interactive process.)

EMPLOYEE NAME	EMPLOYEE SIGNATURE	DATE

MANAGER/SUPERVISOR ACKNOWLEDGMENT

I certify this duty statement represents a current and accurate description of the essential functions of the position. I have discussed the duties of this position with the employee and provided the employee a copy of this duty statement

MANAGER/SUPERVISOR NAME	MANAGER/SUPERVISOR SIGNATURE	DATE